

**PORTERVILLE DEVELOPMENTAL CENTER**

JOB OPPORTUNITY BULLETIN

**INVESTIGATOR**

<b>SALARY RANGE:</b>	<b>\$4,019 - \$6,508</b>
<b>TENURE/TIME BASE:</b>	<b>Permanent/Full-Time</b>
<b>PROGRAM/DEPARTMENT:</b>	<b>Office of Protective Services</b>
<b>FINAL FILING DATE:</b>	<b>Continuous Until Filled</b>

**DESCRIPTION OF DUTIES:** The investigator is a sworn Peace Officer pursuant to section 830.3(v) of the California Penal Code. The investigator classification is a deep class with three (3) alternate ranges. Responsibilities include but are not limited to: conducting independent criminal, civil and/or administrative investigations to identify violations of Federal, State, and/or local laws and facility policies; develop and implement an investigative plan. Conduct and complete investigations within established guidelines as set forth in the Office of Protective Services (OPS) Law Enforcement manual. Investigations will include but are not limited to: client deaths; allegations of abuse and neglect; fraud; embezzlement; and criminal history investigations based on a subsequent arrest or DOJ/FBI notification. Collect and verify evidence. Complete clear, concise, and accurate reports. May conduct undercover or surveillance operations. Cooperate with outside law enforcement agencies. May appear as a witness in court or administrative hearings; may be assigned to work odd hours under varying conditions; may be asked to respond and support uniformed officers during a critical incident; may be asked to assist in search operations of missing persons (AWOL). Works closely with facility and Quality Assurance staff to insure a thorough review of incidents is completed and meets all investigative criteria. Investigation responsibilities at range B are expected to be more complex and require a broader knowledge and application of investigative techniques and procedures. Incumbents conduct complex criminal, civil, and/or administrative investigations; serve subpoenas, inspection warrants, search warrants, and/or other official papers. Investigation responsibilities at range C will lead and/or review the work of a small group/staff of investigators in the performance of field operations; detect or verify suspected multiple violations of laws, rules, regulations and facility policies; independently conduct the most difficult and complex investigations. May be assigned to conduct high profile or sensitive investigations; may participate in multi-agency investigations or assignments, and/or in an investigatory program (i.e. workgroups, focused investigations, development of a training program). Perform program or policy development. Investigators assigned to Headquarters (Professional Standards Branch) will follow all of the above responsibilities and in addition to those above, may conduct Internal Affairs (IA) investigations and Background (BG) investigations for OPS applicants and subsequent arrest notifications on current OPS employees.

**WHO IS ELIGIBLE TO APPLY:** Candidates must possess Civil Service Eligibility to apply for this vacancy. Civil Service Eligibility consists of being a current or former California state employee (i.e. DROA, SROA, departmental and general re-employment list procedures, reinstatement, or employee transfers) or be list eligible as a result of taking an examination. The Medical Director's Office is also willing to accept Retired Annuitant applications.

**HOW TO APPLY:** Submit a completed standard state application (STD. 678), Copy of POST, and the Criminal Record Supplemental Questionnaire. Applications submitted for vacancies must include the Position Title and Position Number in the Job Title Section and **MUST** be signed and dated. Applicants should indicate on their application the type of eligibility they currently possess and which qualifies them to apply at this time. Please indicate your eligibility on the title section of the STD-678. Candidates who do not submit all of the required documents will not be considered in the selection process. Surplus applicants must attach a copy of their surplus letter. All applications will be screened and only the most qualified will be contacted for an interview. Applications may be obtained from the Human Resources Personnel Office at the Porterville Developmental Center or completed and downloaded from the website indicated below. **NOTE:** All appointments are subject to State Restriction of Appointment (SROA), Departmental Restriction of Appointment (DROA), and Re-employment List procedures, pre-employment physical and fingerprint clearances. Further Information on the definition of the above may be found on the California State Department of Human Resources website at [www.calhr.ca.gov](http://www.calhr.ca.gov)

**Applications must be received to the address specified below no later than close of business (5:00 p.m.) of the final filing date unless otherwise specified. Applications postmarked, personally delivered or received via inter-office mail after the final filing date will not be processed. Faxed applications will not be processed.**

**PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD-678) TO THE FOLLOWING:**

Porterville Developmental Center  
 Human Resources Personnel Examination and Recruitment  
 P.O. Box 2000  
 Porterville, CA. 93258  
 26501 Ave. 140  
 Porterville, CA. 93257  
 (559)782-2322 or (559)782-2087 (Contact Cecelia Goucher or Amanda Avila for questions specific to the essential functions of the position only).

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.